



TOURNAMENT INFORMATION – No.1 incl. Information to Pre-Match-Procedures

for all members of your delegation – please transfer!

Dear Friends,

Thank you first for entering the 2019 ITTF World Tour German Open in Bremen. To make your stay as comfortable as possible please forward this information to all of your delegation members before they depart to Germany.

Venue / Practice / Meals

- The 2019 German Open will take place in the **ÖVB Arena, Bürgerweide, 28215 Bremen**. You'll find the entrance for players and coaches and the way to the accreditation office at the 'back-side' of the venue facing the Maritim Hotel nearest by.
- For the 2019 German Open the **total number of entries** so far is 373 while up to 350 entries can be accepted in total. The full list of entered and seeded players and players on the waiting list you'll find on the ITTF-website (<https://www.ittf.com/tournament/5011/2019/2019-ittf-world-tour-german-open/>). There you'll find the schedule for the first stage (qualification) and main draw as well.
- **Practice** is possible in the practice hall (hall No. 2 with 15 tables) and the 2nd playing hall (hall No 4.0 with 14 tables) on Monday, October 7th, from 10 a.m. until 9.30 p.m. Practice in the playing hall is only possible if accreditation is already done but not if the tournament is running. Tables in the practice hall will be reduced to 12 (at October 10th and 11th) respectively to 8 (at October 12th and 13th).

From Tuesday, October 8th to Sunday, October 13th only the practice hall can be used for practice, starting from 8.00 a.m. every day.

Practice for seeded players (top 16 in singles / top 8 in doubles) is also possible in the ÖVB-Arena on Wednesday, October 9th, from 10.00 a.m. to 10.00 p.m.

- **Breakfast** will be served at your hotel.
Lunch and Dinner (entry will be checked by a barcode on the accreditation pass) will be served at the catering facilities for participants in the **Kaisen-Saal**. This room is located **in the Congress Center** under the same roof walking through hall No 3. Meals starting with lunch on **Monday, 7th, 12.00 noon**.

Organizing Office (from Sunday, 6th October, 09.00 a.m. – Sunday, 13th October

- **phone: +49 421 – 3505-9115**. Organizing office is located in the ÖVB-Arena, second floor, lounge No.2.

Accreditation

- The organiser recommends the team leader to come to the accreditation desk in the venue direct after arriving in Bremen. Coming as early as possible on Monday, October 7th will shorten your waiting time for the accreditation process.

Associations which paid full hospitality in advance will be treated preferential.

- **The accreditation** will take place on **Monday, October 7th, between 9.00 a.m. and 10 p.m. and on Tuesday, October 8th, between 08.00 a.m. and 10.00 a.m.** inside the venue (→ Organising office, on the second floor, Lounge No.2). Please use the entrance for accredited persons/players at the 'back-side' of the venue facing Maritim Hotel.



- The entering association is responsible for the payment of the whole delegation. Individual payments for players won't be handled. Please note that the order of handling will be the same as the order of arrival at the accreditation desk.
- Please note that in case you want to **pay** the costs for your stay **upon arrival** we will accept only Euro in cash! **Further invoices** for individual delegation members will be issued in the organising office but **not before October, 9th and not after October, 11th between 10 a.m. and 6 p.m.**
- **Check-In to official hotel for delegations**
Please note that due to the prospectus and organisational reasons there is no possibility to check in to the official hotels without accreditation/payment is done (also not for individual delegation members). Accreditation passes can only be handed out after complete payment is done.
- **Check Departure Time during accreditation**
During the accreditation process we will check the departure times. Please provide the organiser your travelling details of all your delegation members at that time.

Hotels check-inn-/check-out-times / Full Hospitality / Car-Parking

All Hotels are in walking distance:

- Maritim Hotel Bremen, Hollerallee 99, 28215 Bremen, phone.: + 49 421 - 37 89-0
- Courtyard by Marriott Bremen, Theodor-Heuss-Allee 2, 28215 Bremen, phone: + 49 421 - 69 64 00
- Star Inn Hotel Premium Bremen, Bahnhofsplatz 5-7, 28215 Bremen, phone: +49 421 - 30 12 0
- InterCity Hotel, Bahnhofstraße 17-18, 28215 Bremen, phone: + 49 421 – 16 03 0

Please, for any changes in your hotel reservation, don't contact the hotel. Changes can only be regulated by: Tischtennis Marketing GmbH / TMG (e-mail: scholten@tt-marketing.de), phone: +49 60 39 92210, fax:+49 60 39 44246 (until Thursday, October 3th) **from Saturday, October 5th please contact the Organizing Office in Bremen, phone: +49 421 - 3505-9115**

Check-in is possible from 3 p.m. at the day of arrival. Earlier check-in depends on the availability of the hotel and will be charged with 39 €/room (check-in before noon) or rather 19 €/room (check-in between noon - 3 p.m.) at Maritim Hotel. These fees will be charged directly at the hotel.

- **Check-out time at your hotel is 12 p.m.** (noon) After 12 p.m. (noon) every single hour you'll left your hotel room later will be charged directly by the hotel to you with 10,00 € each room. If you leave your room after 6 p.m. hotel will charge you with the price for one additional night.
- Associations which booked full hospitality (minimum 3 person) and arrive by car will get 1 parking ticket free of charge on their request during accreditation. The parking area is located at the **parking garage P2** of the ÖVB-Arena.

Shuttle Service - Airport

- Shuttle Service from the Airport Bremen to the venue (approx. 15min) is organised free of charge if you booked one of the full hospitality packages. If you haven't sent your travelling details in time you must consider waiting time at the airport. In the case of problems, delays etc. you can reach the transport service by phone, dial **+49 421 - 3505-9112** (responsible persons are Mr. Gebken, Mr. Brunner and Mr. Margraf)



International Table Tennis Federation

2019 ITTF World Tour Platinum German Open
Bremen (GER)

First Stage: 8 - 9 Oct 2019 | Main Event: 10 - 13 Oct 2019

Main Station – no shuttle service!

- If you arrive at Bremen main train station it's only a 5 minute walk to the venue; please use the exit 'Buergerweide'. No pick up service is available from there.

Additional Services

- Wifi-area free of charge for players and coaches in the players-lounge/practice hall (hall No 2). On accreditation day free Wifi is available in the waiting area.
- Free water, sports drink, muesli bar and hot noodles are available in the players lounge.

Award Ceremonies after each final

- Award ceremonies will take place right after each final at the field of play for winner and runner up.

Security note

- All participants are asked to be prepared for controls at all entrances including the entrance for accredited persons, and therefore, they should calculate some extra time for entering the ÖVB-Arena. The controls may cause some waiting time at the entrance.
Every visitor/participant is obligated to being scanned and patted down by security staff at the entrance for objects that are not allowed at the venue.
- By order of the security staff the inspection of carry-on goods (bags, backpacks etc.) has to be allowed. All accredited persons, regardless of which function, have to present their accreditation badge every time they enter the hall. There will be thorough security controls at all entrances.
- It is forbidden to bring weapons, bulky or dangerous objects of any kind, knives, explosives, pyrotechnical objects and pepper spray to the venue. Accredited persons may bring drinks and food, laptops, cameras as well as bigger bags and backpacks.
- Spectators / accompanying person are allowed to bring handbags and backpacks no bigger than DIN A4 and no food and no drinks into the venue. Larger bags may be stored for a fee (2,- € per day) in a container outside the main entrance.
- Accredited person have the possibility to store their luggage during the departure days October 12th and 13th (after hotel check-out) at a wardrobe in the venue near the entrance for accredited person from 8.00 a.m. to 8.00 p.m.

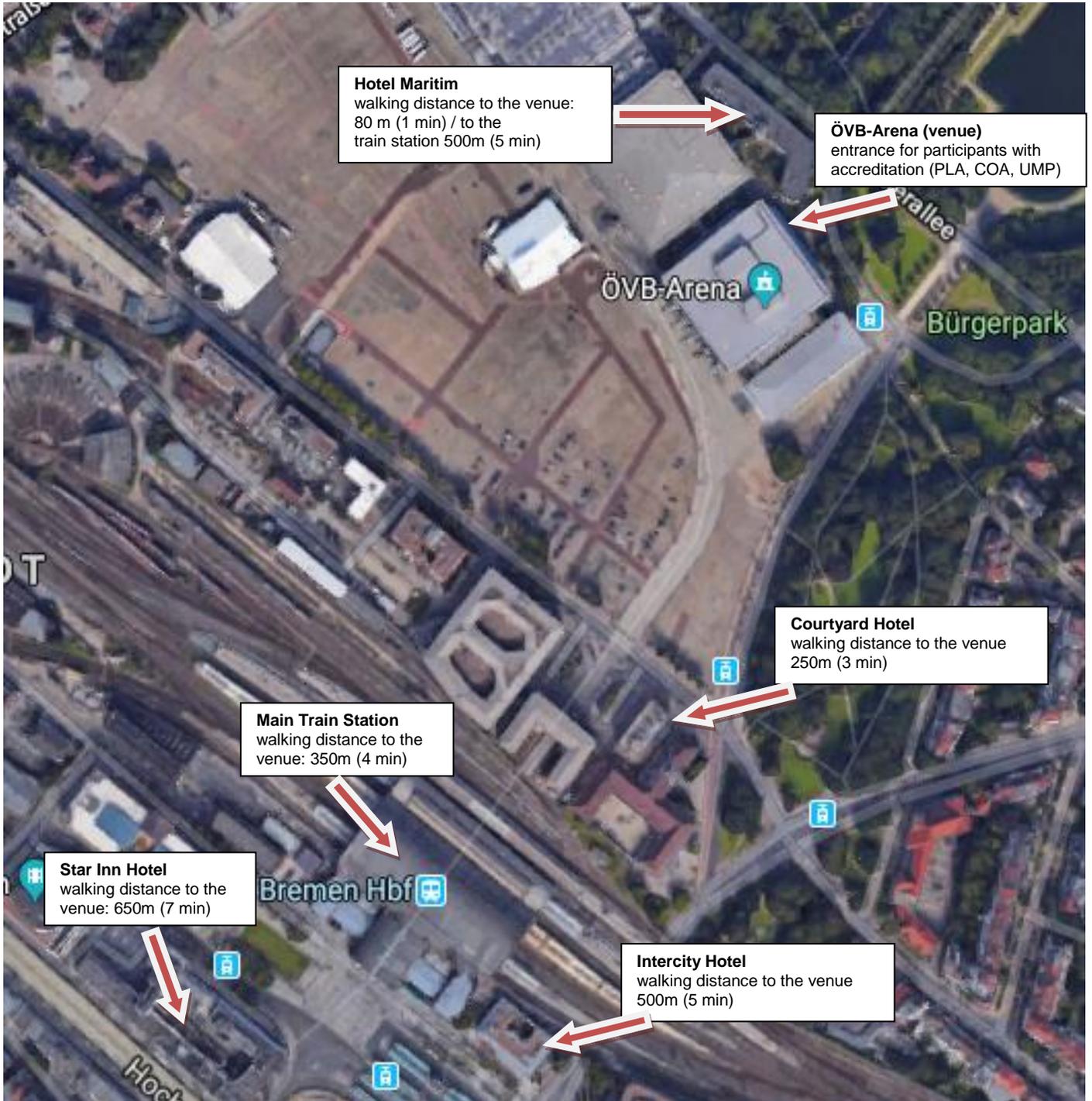
Have a good trip to Bremen and a successful and pleasant stay during the 2019 German Open.

Yours sincerely

DEUTSCHER TISCHTENNIS-BUND

Tischtennis Marketing GmbH





INFORMATION ABOUT PRE-MATCH PROCEDURES

Dear Players, Coaches and Officials,

we like to help you for a smooth and timely preparation of your individual matches. So please read the following instructions carefully:

Reporting to the Call Area

For the first stage of the tournament (qualification at October 8th and 9th) the Call Area is set up for tables 1-14 in the second playing hall (hall No 4).

For the main draw of the tournament (October 10th - 13th) the Call Area is set up for tables 1-4 in the main playing hall ÖVB Arena.

All players are requested to report to the Call Area **20 minutes** before the scheduled time of the match. You will meet an umpire to perform the following procedure:

Check the colour of shirts

- Please bring the shirt you envisage to wear at your next match and show it to the umpire. Opposite players/pairs must wear shirts of clearly different colours. Main colour will be registered on the match sheet. The player/pair, who will not present the shirt in the Call Area, have to change the shirt immediately in case of a colour clash.
- Basic white colour is not allowed!
- If players cannot agree on the different colour of shirts, the umpire will make a toss.

Players name on the shirt

- Please show the backside of your shirt to the umpire. Players name have to be printed on the back of the shirt for main-draw matches.

Coach

- Players have to submit the name of their coach / adviser to be noted on the scoresheet.

Ball Selection / **NEW: Multi Ball**

- Each Player/pair is entitled to select two balls for their next match during qualification. NEW: From main draw all matches will be played with Multi Ball. Each player / pair are entitled to select 10 balls for their next match.
- If players cannot agree on the balls to be selected, the umpire will choose by random.

Racket Control

- Players are requested to provide their racket to the umpire. The racket will be tested; if the racket is accepted, the umpire will keep it and bring it to the match table.
(See further details on racket test below).

Note:

- Please go to the Call Area right in time. Call Area procedures will close 15 minutes before the scheduled matches.
- Players who are not showing up in time will lose their right to choose the colour of shirt and select the balls. Automatically an after match racket test will be recorded as well.

March-In Procedure



As far as the time schedule will allow, we would like to present the players by using an official march-in. At least for staged matches this is what we are aiming for.

In case we will use the official march-in, players shall meet at the march-in point **10 minutes** before the scheduled match. Further instructions will be given to players and officials on short notice.

Racket Control Procedure

Voluntary racket control

- Each player is entitled to have 2 voluntary racket controls during the tournament. Additional voluntary controls may be conducted if facilities and personnel are available.
- Voluntary tests will have to wait if compulsory controls are conducted at the same time.
- No disciplinary action may be taken for irregularities found during voluntary controls. But, the player will be informed about the results, they shall sign a form to confirm that he has been informed.

Voluntary racket control will be carried out in the RTC on Monday, October 7th from 14:00 to 19:00 h. Also, voluntary controls will be offered during the tournament, but in such a way they do not interrupt compulsory racket controls.

Compulsory racket control

- All players are requested to submit their rackets to the umpire in the Call Area, **20 minutes before the scheduled match time.**
- After racket control the umpire will bring the racket to the match table, in case the racket was identified as being legal.
- If the racket is found to be illegal then the racket will be sent to and stay in the possession of the Referee until the end of that match. The player will have to play that match with another racket, which will be controlled after the match.
(If there is sufficient time the second racket may be controlled also before the match.)
- If a player does not bring his racket to the call area, within the deadline of 20 minutes before the scheduled time of the match, then the racket will be controlled after the match.
- VOC tests will be carried out at random. The Referee may, at any time, choose any match to be tested.
- The player (whose racket is being tested) and his coach may attend during the testing activities at the Racket Control Center (RCC). Spectators or other persons are not allowed to attend.
- If a player has to change his racket during the match, both rackets (damaged and spare one used) have to be tested after the match; therefore the umpires will collect the damaged racket before the player replaces it.
- For after-match tests it is obligatory that the player leave his racket on the table (similar as during intervals). Players can collect their rackets 30 minutes later at the Racket Control Center.

Disciplinary action if rackets fail the compulsory racket control

- Umpire / racket controllers are documenting the results on a Racket Control Form (Form 3), if a racket will be identified as being not compliant to the rules.
- The Referee on duty will be informed, who will take the final decision about the legality of the racket.
- In case an illegal racket was used the Referee will decide on the outcome of the match, according to the Directives.
- The Referee will inform the player / coach about the racket failure and the disciplinary action to be taken. The player shall sign the form to confirm that he has taken notice of the issue.

Further Consequences of failing compulsory racket control

Before the match: In case of a failure of a compulsory racket control before the match, the referee will decide that the racket cannot be used and must be replaced by another one, which also will be checked after the match. The following will be recorded as failures in the referee log:

- Rubber is not on the LARC
- Flatness measure above limits
- Thickness measure above limit
- VOC measure above limit

After the match: In case of a failure at a compulsory racket control after the match, the referee will decide that the player forfeits the match.

If this match is in a group round robin system, the player shall be deemed to have lost the match and he shall gain 0 points for this match.

Repeated failures and penalties applying after each racket control failure

For the *first failure* in a pre-match control the player is required to change his racket.

For the *second failure* in a pre-match control, the player is required to change his racket.

For a *third failure* in either a pre- or post-match control for any reason at a tournament the player will be disqualified from that tournament.

For *any failure in a post-match* control the player forfeits the match just completed.

Following 4 accumulated failures on any aspect of racket control in a period of four years, the player may complete the tournament, but subsequently the Executive Committee will suspend the offending player for 12 months. In the case when a player fails a racket control, the ITTF shall register the player's name on ITTF website and inform the player's association in writing.

Caution

- All players and captains are reminded that brand-new coverings should be aired for at least **72 hours** before a match. It is not sufficient just to cut or to open the plastic cover: the plastic cover sheet must be removed and the rubber must be kept outside any type of bag so that the rubber/sponge is completely uncovered on both sides and then can release the remaining banned solvents.
- In any case the player will be held responsible if a test indicates that they remain at an unacceptable level.
- Some VOC's can be detected a long time after they have been used. If any player suspects that his racket may be contaminated, he should submit the racket concerned for voluntary testing without fear of penalisation.

If you have any questions or comments, please don't hesitate to contact the Referee. We request the co-operation of all participants in helping to provide an efficient and reliable call area procedure and racket test service, which is aimed to best support your preparation for your matches.

Wishing you all a successful tournament.

Markus Baisch, Referee

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